

Wisconsin Functional Screen

Technical Assistance Document

ISSUE DATE: 01/27/2005

APPLICABILITY:

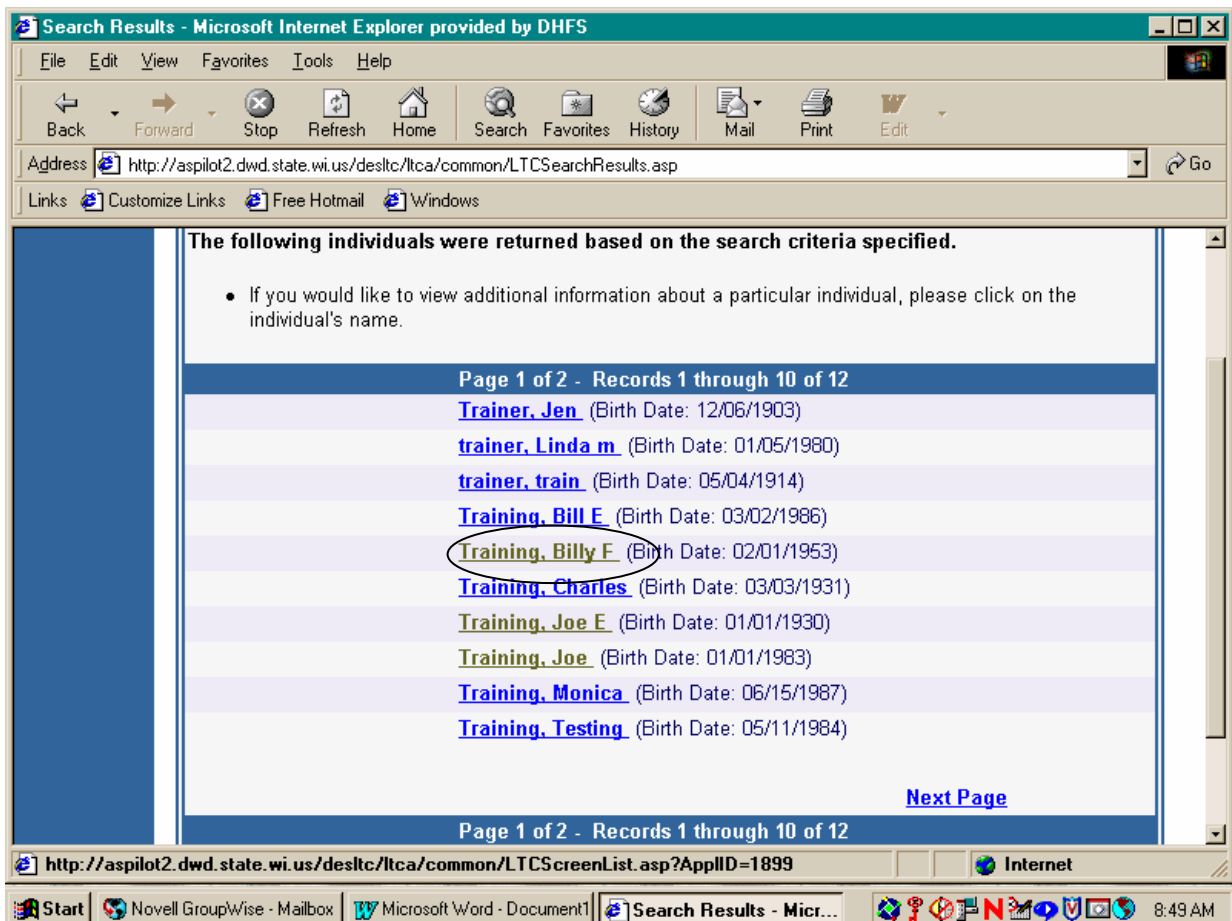
- ☒ Adult Long Term Care
- ☒ Children's Long Term Support
- ☒ Mental Health/AODA

TOPIC: Transferring a Functional Screen

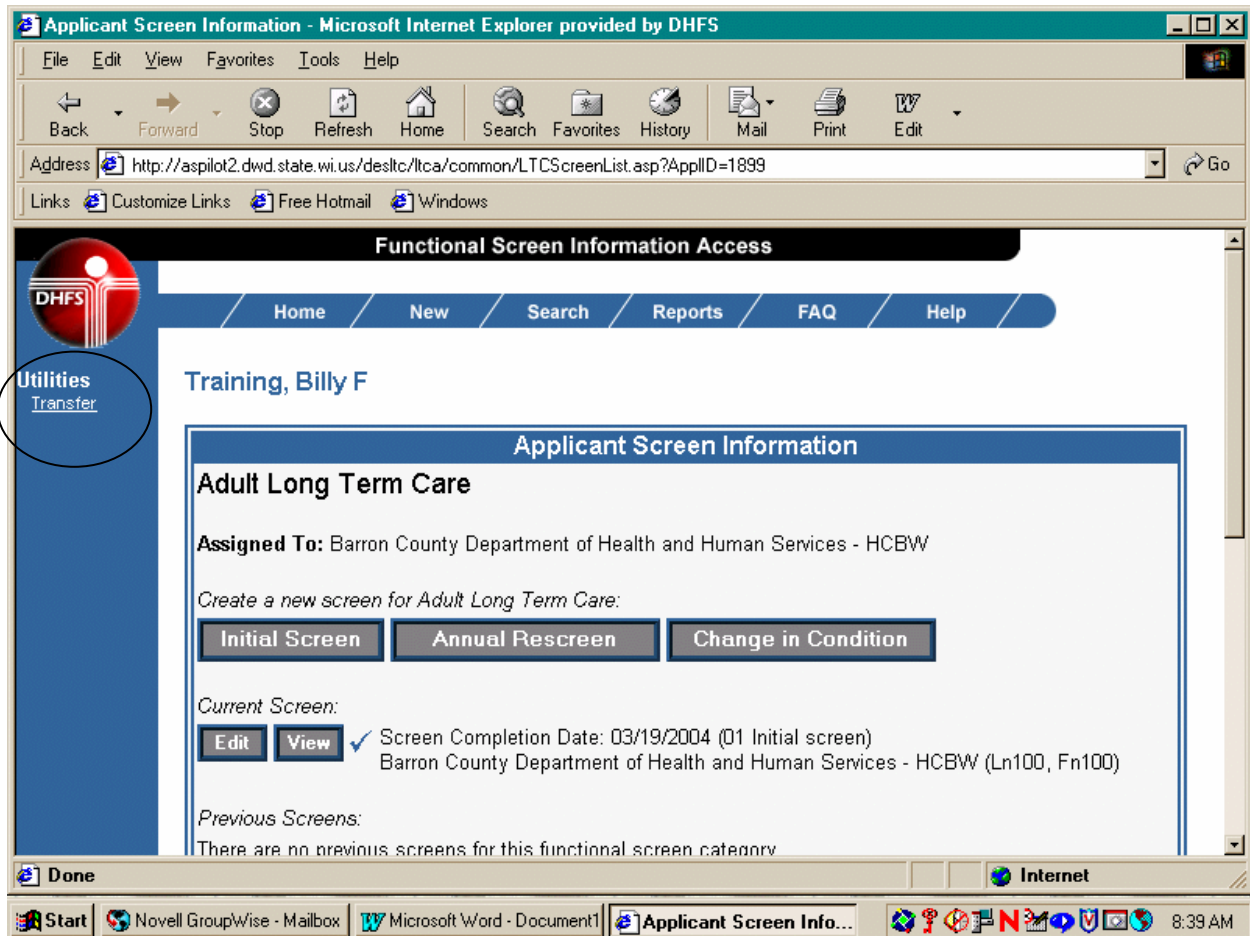
When a person who has been screened by your agency using the automated Wisconsin's Functional Screen moves to another county or applies for another long-term support program, you may be asked to transfer that person's screen to the new agency. Transferring a screen is equivalent to sending paper records to a new agency and should be treated as such in regards to privacy considerations.

The following screen shots walk you through the transfer utility in the Functional Screen.

Search for the person whose record you wish to transfer.



The link to the transfer utility is in the left hand tool bar. Select that link to begin the process.



On the Applicant Transfer page select the type of screen you wish to transfer and select the receiving agency from the drop-down list. Be careful to select the correct agency. When you have selected the correct information, click the Transfer button.

Applicant Transfer

Applicant Name: September, Jada (SSN: 000-00-0118)

The current agencies with access to Jada's screens are as follows (entries in gray and marked with an asterisk are the agencies to which the applicant is specifically assigned):

Agency	FS Screen Category
* Milwaukee County Department on Aging - RC	Adult LTC

Click here to verify the Screen Privileges:
[Agency Details](#)

Select County to filter receiving agency dropdown (optional):
All

To transfer Jada's functional screens, please select the screen category and the receiving agency from the choices below:.

-Choose One-
Adams County Department of Community Programs - HCBW
Aging and Disability Resource Center of Kenosha County
Aging and Disability Resource Center of Marathon County
Aging and Disability Resource Center of Portage County
Aging and Disability Resource Center of Trempealeau County
ANEW Home Health - CMU
Aurora Health - CMU
Barron County Department of Health and Human Services - HCBW
Bayfield County Department of Human Services - HCBW
Bell Therapy - CMU
Brown County Human Services Department - HCBW
Carefinders, Inc. - CMU
CCO - CMU

☒ Adult LTC

Transfer

Select the receiving agency

Click on Transfer when done

Confirm that you have selected the correct person to transfer and that you are transferring to the appropriate agency.

Confirm Applicant Transfer

Applicant Name: September, Jada (SSN: 000-00-0118)

Receiving Agency: La Crosse County Aging and Disability Resource Center

Screen Privileges: Family Care
Mental Health / ADDA

Screen(s) Transferred: Adult LTC

After transfer, the agencies with access to Jada's screens will include the following (entries in gray and marked with an asterisk are the agencies to which the applicant will be specifically assigned):

Agency	FS Screen Category
* La Crosse County Aging and Disability Resource Center	Adult LTC

[Previous](#) [Confirm](#)

Verify information

If information is correct, click Confirm.